REDONDO BEACH PUBLIC LIBRARY

ANNUAL REPORT

1960-1961

REDONDO BEACH PUBLIC LIBRARY
REDONDO BEACH, CALIFORNIA

ANNUAL REPORT

FOR THE FISCAL YEAR 1960 - 1961

A continued increase in use of library resources and services was apparent during the year. A marked increase was especially noted at the North branch library. Over-all circulation was 9 per cent higher over last year and 59 per cent higher at the North branch library.

Over 9,000 books were added bringing the total collection up to just under 60,000. This included over 4,000 at the North branch library bringing their collection to over 10,000.

Through the efforts of the city manager space for the depository collection and older bound periodicals was made available in a building acquired by the city. This alleviated many problems and will provide for the continued growth of the collection even though space is rapidly vanishing at the main library.

Continued effort and programming went into equalizing the level of service throughout the city. More books, more hours, more space and parking have contributed to the increased use of the North branch facility.

Credit must be given to the tireless efforts of the Library Commission who "stood up and were counted" during problem periods. Without the hard work of a conscientious library staff, the high level of service demonstrated to the community would be impossible.

John W. Perkins
JOHN W. PERKINS
City Librarian

August 11, 1961

LIBRARY COMMISSION

Mrs. Chester Carner, Chairman
Mrs. Dorothy Carter
Mr. Edward Kellar
Mr. Henry McCarthy
Mr. William E. Twomey

PERSONNEL

The following were employed at the end of the report period:

Mr. John W. Perkins	City Librarian
Mrs. Irene Dwyer	Librarian, Assistant City Librarian
Mrs. Marilyn Hurd	Librarian, Head, Technical Processes Department
Mr. Leo Boiteux	Librarian, Branch Librarian
Mrs. Lois Clark*	Librarian, Head, Children's Library Service
Mrs. Helen Reister	Librarian, Reference and Information Service
Mrs. Dorothy O'Brien*	Librarian, Reference and Information Service
Mrs. Mescal Womack	Senior Clerk, Head, Circulation Department
Mrs. Joyce Russell	Clerk Steno II, Secretary to the City Librarian
Mr. William Anderson*	Library Clerk, Circulation Department
Miss Marie Barlow	Library Clerk, Circulation Department
Miss Mary Barnett*	Library Clerk, Circulation Department
Miss Nancy Bobo*	Library Clerk, Circulation Department
Mrs. Bernice Campbell*	Library Clerk, Circulation Department
Mrs. Pauline Green	Library Clerk, Circulation Department
Mrs. Margaret Harrison*	Library Clerk, Circulation Department
Mr. Robert Hays*	Library Clerk, Circulation Department
Miss Eileen Irvin	Library Clerk, Children's Library
Mrs. Dorothy McGonnigal	Library Clerk, North Branch Library
Mrs. Helen Resong	Library Clerk, Technical Processes Department
Mrs. Thelma Crites	Book Mender
Mrs. Marion Barnett*	Page
Mr. Brian Daniels*	Page, North Branch Library
Mrs. Irene Fischer*	Page
Mr. Daniel Villa*	Custodian

Total employees (25) equal approximately 19.25 full time equivalents including custodian. Part time employees are noted above with an asterisk.

FINANCES

INCOME

Tax ($ .12 per $ 100.00 of assessed valuation)	$ 117,670
Fines and fees	7,711
Non-resident fees	2,314
Total income	$ 127,695

EXPENDITURES - OPERATING EXPENSES

Salaries			
Library staff	$ 89,089		
Custodian	3,408	$ 92,497	74%
Library materials			
Books	$ 17,033		
Periodicals, newspapers	915	$ 17,948	14%
Operation - service and supplies			
Bookbinding	$ 2,492		
Utilities	2,596		
Telephone	1,246		
Building maintenance (salaries)	2,393		
Travel expenses	425		
Library supplies	3,600		
Office supplies	627		
Maintenance supplies	500		
Other service and supplies	603	$ 14,482	12%
Total operating expenses		$ 124,927	100%

EXPENDITURES - CAPITAL EXPENSES

Landscaping - North branch library	$ 500	
Wall shelving - North branch	1,938	
Furniture, fixtures - Main library	257	
Furniture, fixtures - North branch	1,091	
Total capital expenses		$ 3,786
Total library expenses		$ 128,713

FINANCIAL SUMMARY

Income for fiscal year 1960-61	$ 127,695
Balance carried forward from preceding year	6,664
	134,359
Expenditures for year 1960-61	128,713
Balance at end of fiscal year 1960-61	$ 5,646

BUDGET 1961-1962

ESTIMATED RECEIPTS

Tax ($ .12 per $ 100.00 of assessed valuation)		$ 126,000
Fines and fees		10,000
Total estimated receipts		$ 136,000

OPERATING BUDGET

Salaries(1)		$ 103,300
Maintenance and operation		
Utilities	$ 3,500	
Bookbinding	3,000	
Building maintenance	1,000	
Library supplies	3,600	
Books and subscriptions	19,000	
Supplies - expense	2,600	32,700
Total operating budget		$ 136,000

CAPITAL OUTLAY

Miscellaneous construction	$ 400
Furniture and fixtures (incl. shelving and catalogs)	2,800
Sprinkler system, North branch library	0
Microfilm reader and microfilming newspapers	0
Concrete block wall, North branch library	0
3 cash registers(2)	1,800
Total capital outlay	$ 5,000
Total library budget	$ 141,000

(1) Includes custodian.
(2) Not submitted by City Librarian.

BOOK COLLECTION

TOTAL BOOK STOCK COUNT

Book stock, June 30, 1960		51,298
Books added	9,213(1)	
Books withdrawn	1,030	
Book stock, June 30, 1961		59,481(2)

(1) This figure includes 583 bound periodical volumes and 661 gift books.
(2) This figure includes 2,740 bound periodical volumes.

New titles - 4,371 adult; 799 juvenile; 5,170 total.

JUVENILE BOOKS (detail)

Book stock, June 30, 1960		10,915
Books added	1,679	
Books withdrawn	353	
Book stock, June 30, 1961		12,241

NORTH BRANCH LIBRARY (detail)

	Adult	Juvenile	Total
Book stock, June 30, 1960	3,371	2,901	6,272
Books added	3,369	819	
Books withdrawn	149	116	
Book stock, June 30, 1961	6,591	3,604	10,195

BOUND PERIODICAL VOLUMES (detail)

Book stock, June 30, 1960		2,157
Books added	583	
Books withdrawn	1	
Book stock, June 30, 1961		2,739(1)

(1) This includes 379 duplicates at the North branch library.

DEPOSITORY COLLECTION (detail)

Book stock, June 30, 1960		2,217
Books added	1,461	
Books withdrawn	45	
Book stock, June 30, 1961		3,633

BINDERY

Volumes commercially bound - 1,392.

PERIODICALS AND NEWSPAPERS

	Main library	North branch library
Periodicals	150(1)	43(2)
Newspapers	11	2

(1) This includes 9 juvenile periodicals.
(2) This includes 3 juvenile periodicals.

An additional 98 periodicals, not shown in above totals, are received as complimentary subscriptions.

CIRCULATION

CIRCULATION STATISTICS

		Main Library	North Branch	Totals
Adult	Fiction	80,956	13,569	94,525
	Non-fiction	69,242	7,728	76,970
	Periodicals	6,263	249	6,512
	Pamphlets	436	--	436
		156,897	21,546	178,443
Juvenile	Fiction	34,984	23,051	58,035
	Non-fiction	12,552	10,753	23,305
	Periodicals	454	--	454
	Pamphlets	128	--	128
		48,118	33,804	81,922
			Total circulation	260,365

An over-all increase of 9 per cent or 20,551 was noted over fiscal year 1959-60. The North branch library increase was 59 per cent or 22,892.

REGISTRATION

A total of 5,327 were registered during the report period - this included new registrants, registration renewals (3 year registration period) and non-residents (1 year registration period). Total registration numbered 14,120 including 623 non-residents.

NON-RESIDENT FEE

The City Council approved an increase in the non-resident fee to $5.00 (formerly $3.00) effective January 1, 1961.

OVERDUE MATERIALS

Through the office of the City Treasurer, a Deputy Collector served as library messenger collector for overdue library materials and fines. As this service was no longer available, the Library employed Small Claims Court action to retrieve long overdue materials. A form is now included in the final statement stating that a claim will be filed if settlement is not made within a stated time (usually 10 days). The new "get tough" policy received much newspaper publicity and has been most successful. In cases of court action no defendents appeared and judgements were made. Upon receipt of the judgement by mail, the delinquent borrower will usually settle.

REFERENCE AND INFORMATION SERVICE

As noted in last year's report, a steady increase in use of the reference and information service is apparent. Bound volumes of periodicals continued to receive heavy use especially by students. Mutilization and theft are still problems. Telephone reference demands by the entire South Bay also increased. Business reference materials continued to receive heavy use.

The reference collection was re-evaluated and many items were transferred to the circulating collection. Important new reference works added include the Encyclopedia of Religion and Ethics, selected Deering's Codes, Summary of California Law, American Men of Science, Woodmark Encyclopedia of Nations, Illustrated Medical and Health Encyclopedia, Encyclopedia of Science and Technology and the Los Angeles Area Business Directory.

Due to lack of space, all periodicals over ten years old were moved to the Library Annex and housed with the depository collection. A reading room for the use of these periodicals is open to the public on Saturday from 1:00 to 3:00 P.M. Selected reference materials, infrequently consulted, were moved to a closed shelf area.

CHILDREN'S LIBRARY SERVICE

Children are reading more than ever. Over-all circulation increase over last year was 13 per cent. A marked increase was shown at the North branch library - 65 per cent. New children's books added came to 1,679 making a total of 12,241. (Children's books at the North branch library total 3,604).

SUMMER PROGRAM

The theme for the summer reading club is King Harbor, a new small boat marina presently under construction. Registration in the King Harbor Book Club during the first three weeks totaled last year's registration. (Last year 270 registered - 209 at the main library and 61 at the North branch library. Those completing at least ten books totaled 91 - 62 at the main library and 29 at the North branch library). The three summer story hours are better attended than the previous year. The first audience of the season numbered 41. A pre-school picture book hour was held weekly in the fall.

PUBLIC RELATIONS

A new library "first" was scored when Margaret Leighton, a prominent author of children's books, spoke to a group of 50 children and adults at the North branch library during Book Week. Press releases totaled 18 including 3 for school distribution. Publicity materials and assistance with the King Harbor Book Club were furnished by the Chamber of Commerce and the Redondo Beach Harbor Department.

WORK WITH SCHOOLS

The children's librarian made 108 book talks to classroom groups - this included 16 talks made to several intermediate classes assembled together. In May and June a brief personal invitation to join the summer reading club was extended to 171 classes. Visits to the library were made by 36 classes - 33 to the North branch library and 3 to the main library. A Brownie troop and a school club also visited the main library. The third annual school art exhibit was held in April at both libraries.

NORTH BRANCH LIBRARY

The remodeled and enlarged branch library was open to the public on June 18, 1960. Floor area totals 3,600 square feet. A 1,500 square foot addition was constructed so that the new entrance faces Redondo Beach Boulevard. Construction costs, including remodeling and architect's fees totaled $29,813. The construction was budgeted from capital improvement funds accumulated from library fines and fees. The building is paid for - no lease purchase or bond issue were required. The library tax rate of 12 cents on $100 of assessed valuation was not raised.

The plan, including the use of the fire station site on Redondo Beach Boulevard for library parking, was the result of three years work by the Library Commission and library administration beginning in 1957. On November 3, 1958 the City Council concurred in the recommendation of the Public Improvement Commission that the fire station number two site "be used for the expansion and improvement of the North branch library".

The paving, sidewalks and curbs were completed in January but the block wall was completed only on the original fire station site. (Off-street parking funds were used for this purpose). The dedication, originally planned for October, was never held as the outside improvements were not completed.

On February 6, 1961 the former City Council ordered the planting areas in the parking lot to be paved over, the landscaping and parking plan abandoned and an entrance made on Redondo Beach Boulevard. This arrangement proved to be most unsatisfactory for library users as well as hazardous. It was later changed to conform to the original parking plan.

The Recreation and Parks Department landscaped the areas using the plans submitted by the landscape architect, Richard Gawne. The result is satisfactory except that the unity of the total concept of the library, library grounds and parking area is lost.

A significant improvement in branch resources was noted - 3,923 books were added bringing the collection up to 10,195 at the end of the report period. The reference collection was improved and new periodicals

added. Reference service was extended and hours of opening to the public now total 43 hours (formerly 28 hours).

Response to the improved service was immediate. Registrations increased and circulation increased 59 per cent over the year before. There is no apparent let-down in use - June 1961 circulation was 155 per cent over June 1960.

ADMINISTRATION

Two members of the Library Commission, Edward Kellar and Henry O. McCarthy, whose terms expired in June were reappointed by the mayor and confirmed by the city council.

A book depository and periodical storage and reading area was made available to the library in February. Some 1,100 square feet were allotted in a building purchased by the city at 223 South Pacific Avenue about one block from the main library. Books, newspapers and shelving formerly housed in the city warehouse were moved into the new area. Selected library materials that should be retained but infrequently used are shelved there. These materials are made available to the public on a 24 hour paging arrangement. Files of local newspapers going back to 1909 are also shelved there.

In October the city librarian prepared a minority report on opposition to proposed state aid to libraries legislation at the California Library Association annual convention at Pasadena. A proposal by the city librarian for a branch of the state library and depository for Southern California was turned down by the Public Library Executives Association of Southern California. The state librarian attended two meetings on this proposal. Meetings of the Citizens for California Libraries were attended by the city librarian and staff. Councilman Lee Soloman and the city librarian attended the Governor's Conference on public libraries in Sacramento in June.

The library continued to have regular press releases in local newspapers and coverage on special events in Los Angeles newspapers.

CAPITAL IMPROVEMENTS AND NEW EQUIPMENT

Capital improvement expenditures totaled $3,786 - $257 for the main library and $3,529 for the North branch library.

NORTH BRANCH LIBRARY

A major item was the completion of the Remington Rand wall shelving - this amounted to $1,938. Landscape architect's fees were $150 and planting was $350. The following furniture items, totaling $1,081, are noted: three sections of free-standing shelving, children's public catalog, vertical file, two catalog cabinets for the circulation desk, bicycle rack, reference desk, dictionary stand, circulation desk chair and two book

trucks. Pegboard for pictures and displays was installed above the wall shelving in the children's area by Street Department personnel.

The City Librarian recommended in the 1960-61 budget that the fire station be razed, asphalt paving, sidewalks, curbs and concrete block wall be constructed from the city capital improvement fund. These improvements were accomplished (except for completing the block wall) by using off-street parking funds. Costs were $ 635 for the wall and $ 4,917 for the paving, sidewalks and curbs.

MAIN LIBRARY

Tables and chairs for the staff room and grey window glass comprized the capital improvements at the main library.

FUTURE PLANS

Capital improvement plans for the North branch library include the completion of the concrete block wall and installation of an automatic sprinkler system. Furniture and fixtures scheduled for the branch are five sections of double-faced free-standing wood shelving, bound periodical shelving of local manufacture and additional tables and chairs for the children's area. Methods for eliminating the glare in the entrance way will be studied. An additional public catalog for the children's area and more free-standing shelving will also be required.

Capital improvements scheduled for the main library are a 60 tray subject catalog, two high tables for catalog trays, additional shelving, lounge chairs, a typewriter, the replacing of one window in the periodical reading room and some miscellaneous construction items.

No change in hours for the North branch library are being considered for the coming year. In the future, it is planned to open Wednesday and Thursday evenings. (Present hours are 10-9, Monday and Tuesday and 10-5, Wednesday, Thursday and Saturday).

A reconsideration of the North branch parking lot problem is suggested. It is recommended that off-street parking funds be reimbursed from city capital improvement funds or library funds and the lot be returned to the library administration.

Plans for completing a 900 square foot addition to the North branch library will be studied. In preparing the original drawings for the library addition and remodeling, this addition to the adult public stack area was planned.

Additional bookstacks of local manufacture will be required for the depository collection in the library annex.

Studies on site selection and preliminary plans for a new city library facility will be continued during the coming year.

REDONDO BEACH PUBLIC LIBRARY

ANNUAL REPORT

1959-1960

REDONDO BEACH PUBLIC LIBRARY
REDONDO BEACH, CALIFORNIA

August 1, 1960

ANNUAL REPORT

FOR THE FISCAL YEAR 1959 - 1960

During the fiscal year 1959-1960, the library continued to move forward toward the level of service required by the city.

Much of the effort and programming have gone into equalizing the level of service throughout the area served. The remodeling and enlargement of the North branch library have resulted in a doubling of the physical facility. Increased staffing and service contribute to the over-all program for that area.

A marked increase in use of reference and study materials was apparent. Public library service to students and school library facilities and service are being studied in relation to a general co-ordination of library services in the area.

The steady progress of the library has been the result of co-operative efforts of the city administration, the library commission and the library staff.

John W. Perkins

JOHN W. PERKINS
City Librarian

LIBRARY COMMISSION

Mrs. Chester Carner, Chairman
Mrs. Myrtle Blaisdell, Secretary
Mrs. Dorothy Carter
Mr. Edward Kellar
Mr. Henry McCarthy

PERSONNEL

The following were employed at the end of the report period:

Mr. John W. Perkins	City Librarian
Mrs. Irene Dwyer	Librarian, Assistant City Librarian
Mrs. Marilyn Hurd	Librarian, Head, Technical Processes Department
Mr. Leo Boiteux	Librarian, Branch Librarian
Mrs. Lois Clark	Librarian, Head, Children's Library Service
Mrs. Helen Reister	Librarian, Reference and Information Service
Mrs. Dorothy O'Brien*	Librarian, Reference and Information Service
Mrs. Mescal Womack	Senior Clerk, Head, Circulation Department
Mrs. Joyce Russell	Clerk Steno II, Secretary to the City Librarian
Miss Marie Barlow	Library Clerk, Circulation Department
Mrs. Bernice Campbell	Library Clerk, Circulation Department
Mrs. Pauline Green	Library Clerk, Circulation Department
Mrs. Margaret Harrison*	Library Clerk, Circulation Department
Mr. Robert Hays*	Library Clerk, Circulation Department
Miss Barbara Hilty*	Library Clerk, Circulation Department
Miss Eileen Irvin	Library Clerk, Children's Library
Miss Violet Lemke*	Library Clerk, Circulation Department
Mrs. Dorothy McGonnigal	Library Clerk, North Branch Library
Mrs. Helen Resong (Cassinelli)	Library Clerk, Technical Processes Department
Mrs. Thelma Crites	Book Mender
Mrs. Marion Barnett*	Page
Miss Nancy Bobo*	Page
Mrs. Irene Fischer*	Page
Gerard Haggerty*	Page
Jerry Rosenthal*	Page, North Branch Library
Daniel Villa*	Custodian

Total employees (26) equal approximately 19.6 full time equivalents including custodian. Part time employees are noted above with an asterisk.

FINANCES

INCOME

Tax ($.12 per $100 of assessed valuation)	$ 109,338
Fines and fees	7,137
Non-resident fees	2,595
Total income	$ 119,070

EXPENDITURES - OPERATING EXPENSES

Salaries		$83,709	76%
Library staff	$81,025		
Custodian	2,684		
Library materials		15,641	14%
Books	$14,557		
Periodicals and newspapers	1,084		
Operation - service and supplies		10,417	10%
Bookbinding	2,761		
Utilities	1,627		
Telephone	1,199		
Travel expenses	502		
Library supplies	1,775		
Office supplies	487		
Maintenance supplies	539		
Other service and supplies	1,527		
Total operating expenses		$109,767	100%

EXPENDITURES - CAPITAL EXPENSES

North Branch Library addition and remodeling		$ 29,813
Remodeling and miscellaneous construction, Main Library		1,836
Furniture and fixtures		5,003
Main Library	$ 1,816	
North branch	3,187	
Total capital expenses		36,652
Total library expenses		$ 146,419

SUMMARY

Income for fiscal year 1959-60	$119,070
Balance carried forward from preceding year	36,880
	155,950
Expenditures for fiscal year 1959-60	146,419
Balance at end of fiscal year 1959-60	$ 9,531

BUDGET 1960-1961

ESTIMATED RECEIPTS		
Tax ($ .12 per $ 100 of assessed valuation)		$ 120,000
Fines and fees		10,000
		$ 130,000
OPERATING BUDGET		
Salaries		$ 94,693
Maintenance and operation		30,000
Utilities	$ 3,400	
Bookbinding	3,000	
Books and subscriptions	18,000	
Supplies - expense	5,600	
Total operating budget		$ 124,693
CAPITAL OUTLAY		5,000
Total library budget		$ 129,693

BOOK COLLECTION

TOTAL BOOK STOCK COUNT

Book stock, June 30, 1959	49,576	
Books added		4,967(1)
Books withdrawn		3,247
Book stock, June 30, 1960	51,296(2)	

(1) This includes 655 bound periodical volumes and 814 gift books.
(2) This includes 2,157 bound periodical volumes.

JUVENILE BOOKS

	Main Library	North Branch	Total
Book stock June 30, 1959	7,718	2,736	10,454
Books added	578	395	973
Books withdrawn	282	230	512
Book stock, June 30, 1960	8,014	2,901	10,915

NORTH BRANCH

	Adult	Juvenile	Total
Book stock, June 30, 1959	3,026	2,736	5,762
Books added	445	395	840
Books withdrawn	100	230	330
Book stock, June 30, 1960	3,371	2,901	6,272

COMPARATIVE TOTALS OF PREVIOUS YEARS

	Added	Withdrawn
1959-1960	4,967	3,247
1958-1959	9,047	5,416
1957-1958	6,936	5,587
1956-1957	4,787	4,494
1955-1956	4,348	8,163
1954-1955	2,525	1,266
	32,610	28,173

PERIODICALS AND NEWSPAPERS

Main Library - periodicals	144
North Branch - periodicals	27
Total	171
Main Library - newspapers	10
North Branch - newspapers	1
Total	11

CIRCULATION

CIRCULATION STATISTICS

		Main Library	North Branch	Totals
Adult	Fiction	82,217	8,036	90,253
	Non-fiction	67,641	3,767	71,408
	Periodicals	6,127	184	6,311
	Pamphlets	278	0	278
		156,263	11,987	168,250
Juvenile	Fiction	37,190	13,874	51,064
	Non-fiction	13,461	6,606	20,067
	Periodicals	315	1	316
	Pamphlets	117	0	117
		51,083	20,481	71,564
			Total circulation	239,814

REGISTRATION

A total of 5,305 were registered during the report period - this included new registrants, registration renewals (3 year registration period) and non-residents (1 year registration period). Total registration numbered 14,379 including 873 non-residents.

MESSENGER COLLECTION SERVICE

Through the office of the City Treasurer, a Deputy Collector served as library messenger collector for overdue library materials and fines. A new form was prepared for this service. This service has been extremely valuable in that it enabled the library to retrieve library materials that would otherwise have been lost.

TECHNICAL PROCESSES

CURRENT WORKLOAD

During the report period 4,967 books were cataloged and processed. Books withdrawn totaled 3,247. Adding and withdrawing books required the filing and withdrawing of some 33,000 catalog cards. A total of 1,848 books, including 27 periodical volumes were bound or rebound. Bound periodical volumes added totaled 655. Of this number 628 were case bound by the book mender. Books added to the depository collection totaled approximately 2,000. Total volumes in the depository collection number over 2,200.

INVENTORY

An inventory was made of adult fiction in the main library. A total of 406 books were missing. This is 2% of the present total fiction collection. As the last inventory was made five years ago the percentage loss reflected is low. A complete inventory of the North branch library was

also conducted. The last inventory there was 3 years ago. 90 books were missing from a collection of over 7,100 volumes.

MISCELLANEOUS PROJECTS

The dictionary catalog at the North branch library was made into a divided catalog (author-title and subject). As the divided catalog at the main library has proved to be so successful it was decided to divide the branch catalog. Over 1,100 non-fiction titles were reclassified, most of which were biographies. Some 300 subject headings were changed in order to conform to the new edition of the Sears list of subject headings.

REFERENCE AND INFORMATION SERVICE

INCREASE IN USE

A steady increase in use of the reference and information services is apparent. The largest group of users are students from the South Bay area. Bound volumes of periodicals receive especially hard use. Problems arising from heavy student use during certain hours, damage and theft of library materials and socializing are being studied. An inventory revealed a loss of 80 books. These include volumes of encyclopedias, the California Blue Book, the California Citizen, Citizen's Guide to California Government, the Dictionary of Dates and Encyclopedia of World Authors.

NEW MATERIALS

During the inventory many books were re-evaluated and relocated. The collection now numbers some 1,400 volumes. New materials included the American Medical Directory, MacRae's Blue Book, a new edition of Grove's Dictionary of Music and Musicians, Cambridge Bibliography of English Literature, Ulrich's Directory of Periodicals, Nelson's Complete Concordance of the Revised Standard Version of the Bible, Editor and Publisher Market Guide and International Yearbook, Lehys' Hotel-Motor Guide, Hotel Redbook, American Library Directory, Encyclopedia of World Art and new editions of standard encyclopedias and handbooks.

REFERENCE STAFF PROJECTS

Approximately 150 short story anthologies from the general fiction collection were assembled into a separate short story collection. Sets of books from the reference and general collections were combined into a new circulation set collection. This included encyclopedias and the Harvard Classics.

The fiction collection was reappraised during the report period. Many books were withdrawn, rebound, or placed in the depository collection. Order suggestions for duplicates, replacements and new titles were made. Optimum and relative sizes of the various parts of the fiction collection such as ephemeral and core, young people, short stories, mysteries, science fiction and westerns was begun. Fiction titles suitable for young people were identified by a green dot on the spine. (Intermediate books in the Children's Library are also identified in the same way). Liaison with the English departments of the local high schools has aided in coordinating the fiction collection with school requirements.

INTERLIBRARY LOANS

During the current report period 239 books (not including subject requests in foreign languages) were requested from the State Library and 135 received (56%). Through State Library referral 39 books were requested from other libraries.

CHILDREN'S LIBRARY SERVICE

During this fiscal year the Children's Library has continued to offer new and standard books to the younger citizens of the city. An increase in hours open to the public was made. New hours for the Children's Library are Monday and Tuesday, 10 - 9, Wednesday through Saturday, 10 - 5. The juvenile book stock has increased to 10,915. This includes 8,014 at the main library and 2,901 at the North branch library. Among the new books are titles in Spanish and German added to the French books acquired last year.

PUBLIC RELATIONS

The children's librarian assisted the Chamber of Commerce with a back-to-school in story books promotion by suggesting titles appropriate to the various stores. Monthly bulletin boards and displays were arranged. Publicity articles prepared by the staff appearing in the local South Bay newspaper totaled 17. A teacher's fact sheet about the library's services was distributed to all teachers at the beginning of the school year. An announcement of summer activities was included in a printed school release in June.

WORK WITH SCHOOLS

During the school year the children's librarian spoke to 146 classroom groups with an estimated audience of 6,320 children and young people. The intermediate school groups were made up of three or four classes assembled at one time. The cordial welcome accorded the children's librarian on school visits demonstrates the high opinion both school administrators and teachers hold of the importance of children's library service. Visits were made to the library by 24 classes - 4 to the children's library and 20 to the North branch library. Two classes returned several times to exchange their books. The cooperative art exhibit of school children's work was repeated in March and aroused much interest. The librarian also gave book talks to women's clubs and P.T.A. groups.

SUMMER PROGRAM

Three story hours have continued to be held each summer, one at the North branch library and two at the main library for younger and older children. Attendance averaged about 14. The rocket reading plan last year had 175 participants, 43 of whom finished the proper variety of reading, 31 at the main library and 12 at the North branch library. This year the plan was built around an original map of a treasure tour through the land of books. The children move individual flags as they read 10 books and record their reading in their own folders. Children registered totaled 195 at the main library and 54 at the North branch library. Brief

visits were made in May and June to the 5 schools near the main library to introduce the reading plan to grades 1 through 6.

ADMINISTRATION

MAIN LIBRARY - SURVEY OF PHYSICAL FACILITY

The area of the main library totals 10,168 square feet - this includes a ground floor (children's library and technical processes), 2,716 square feet; the main floor (circulation area, reading area, stacks and reference area), 6,300 square feet; and second floor closed to the public (binding, staff room, reference staff area, library offices), 1,152 square feet. In order to get maximum use of the area and as efficient and functional arrangement as possible, the main library was again surveyed. Noted in the capital improvements section of the report is reference to the new periodical reading room, the circulation work space and the partitioning of the second floor. The 12 inch wall shelving in the stack area was moved to the periodical reading room and 9 sections of 10 inch shelving from the second floor were placed in the stack area. 31 sections of shelving from the branch library were moved to the second floor.

Over 2,000 books were removed to the depository in the city warehouse during the report period. 195 boxes of newspapers were also removed to the depository.

NEW MAIN LIBRARY STUDIES

Three memos on a proposed main library building were submitted to the City Manager and Library Commission. In the first memo, the need for a new library was stressed. "In view of the rapid growth of the population in the area and the alarming disappearance of suitable sites for large buildings requiring parking area, the planning of a new library should be scheduled in the city's master plan". The second memo was a study of space requirements for a central library building. The third memo concerned a recommendation for a site in the central section of the city.

CALIFORNIA LIBRARY STANDARDS

A study was prepared evaluating the resources and services of the city library in terms of the Public Library Standards for California.

SERVICE POLICY

A written service policy was adopted by the Library Commission on March 15.

PROFESSIONAL MEETINGS AND CONFERENCES

A series of meetings of Southern California librarians and trustees resulted in the formation of an organization, Citizens for California Libraries. The City Librarian was named president. One of the principal objects of the group is "To promote local responsibility, control and support of libraries and to encourage government at all levels to fulfill its library obligations".

The City Librarian and Mrs. Carner, Chairman of the Library Commission attended the Governor's Conference on Library Services in California held in April. The City Librarian was commended by the City Council for his satisfactory representation of the community's viewpoint.

Other meetings attended by the City Librarian and staff members included meetings of the Special Library Association, district meetings of the California Library Association, Public Library Executives Association of Southern California and the University of Southern California.

PUBLICITY

The library continued to have regular press releases in local newspapers and coverage on special projects in Los Angeles newspapers.

CAPITAL IMPROVEMENTS AND NEW EQUIPMENT

NORTH BRANCH LIBRARY

The North branch library, built in 1949, is located on Vanderbilt and Green Lanes, one block from Redondo Beach Boulevard, a main street. It had 2,070 square feet and was inadequate because of the site, the size and its poor functional arrangement. The library owns the property through to the boulevard. This adjacent lot is the site of an old fire station which will be razed to provide public parking. In December construction was started on an addition to be built on the back of the library. It was designed by the architect, Corwin Eberting, Jr., to relocate the main entrance so that it would face the boulevard. Extensive remodeling of the old building was included in the plans. The low bid of $25,200 submitted by Joseph S. Lamb, contractor, was accepted. (The high bid was $37,789). The City Council also authorized an additional $1,819 for extras. These included a new roof on the original building, storage shelving, painting and asphalt tile in the workroom, eliminating the original entry, grey glass in the jalousie windows and miscellaneous heating and electrical changes. The construction completed in June included a concrete slab floor, frame and stucco walls, glass entry, asphalt tile floor, skylights, gas floor heating and fluorescent lighting. Construction costs including architects fees totaled $29,813. Total floor area is 3,600 square feet. No lease purchase or bond issue was required - the construction was budgeted from capital improvement funds accumulated from library fines and fees.

The low bid of $4,979, submitted by Remington Rand, for 80 sections of wood wall shelving was accepted. (Bid item 1 for $3,041 for over half of the shelving was authorized for the fiscal year 1959-60). Estimated book capacity with present wall shelving is 10,260 volumes.

The new library is artistically and functionally designed. Credit should be given to both the architect and contractor for their competence.

MAIN LIBRARY CAPITAL IMPROVEMENTS

It was originally planned to retain the library offices on the main floor. Present partitions were to be removed and the ceiling lowered.

However, because of the need for additional readers' space, it was decided to place the library offices on the second floor. Street department personnel were responsible for the major construction entailed. A new opening, 12 feet long, was cut through to the main reading room and interior partitions removed in the former office area. A partition was erected so that one door will lead to the stairways to the ground floor and second floor and staff rest rooms. Bids were awarded for a grey glass rear door, linoleum patching and plastering. Personnel from the department of street lighting and traffic control put in new fluorescent lighting. The new area, totaling 570 square feet, will serve as a periodical reading room. Current and circulating periodicals are shelved there. The periodical reading room will also serve as a quiet area for reading. No reading tables are placed in the room to discourage student use of this area. A circulation work space of 170 square feet adjacent to the circulation desk was created. This area is separated from the reading room by partitions. New fluorescent lights were installed. Total construction and remodeling costs were $1,836.

The second floor totaling 1,150 square feet now contains the staff room, mending area, staff lounge, closed reference staff area, library secretary and librarian's office. Shelving from the North branch library was brought in and used for partitions. Over 650 running feet of shelving will be used mainly for periodical storage.

MAIN LIBRARY FURNITURE AND FIXTURES

New equipment included two four-section double faced Bro-Dart stacks and an electric typewriter for the Technical Processes Department. Total cost for furniture and fixtures was $1,816.

FUTURE PLANS

NORTH BRANCH LIBRARY

Capital improvement plans for the North branch library include razing the old fire station to provide public parking, constructing sidewalks and curbs and blacktopping the parking area. Funds for this will come from city capital improvement funds. As landscaping will be a most important part of the new library, the Library Commission has recommended employing a professional landscape architect. It may not be financially possible to acquire all the landscaping required during the coming fiscal year. Furniture and fixtures required include tables and chairs, a dictionary stand, card catalogs, reference desk, vertical file cabinet, free standing stacks, fire extinguisher and pegboard for displays. A tentative dedication date has been set for October 15.

Beginning in June hours of opening to the public were increased. Branch library hours are now 1 - 9 on Monday and Tuesday, 1 - 5 on Wednesday, Thursday and Saturday. A librarian is now on duty some part of each day the library is open to the public. Plans are to gradually increase the hours of opening. Suggested hours are Monday through Thursday, 1 - 9, Saturday, 1 - 6.

At the end of the report period, book stock totaled 7,172 volumes -

4,271 adult and 2,901 juvenile. The branch librarian has surveyed the collection and has made recommendations for new materials. It is planned to bring the collection up to 8,500 volumes by July 1961. A general working collection suited to area needs is envisioned at 20,000 volumes. Additional reference materials required include encyclopedias and subject reference works directly related to community needs. A program of case-binding periodicals so they will be available on the open shelf is already underway. The branch has the Abridged Readers Guide which will serve as an index to the periodicals there. A gradual circulation increase is expected as the collection grows and library users in the area have some assurance that they will be able to get the library materials they need. The general availability of library service - the site and the additional hours of opening - are also important factors.

MICROFILMING NEWSPAPERS

The Library maintains a back file of the South Bay Daily Breeze and the Redondo Reflex back to 1909. These rapidly disintegrating newspapers, now boxed and stored in the city warehouse, are valuable source materials on local history and can not be replaced. In the budget for 1960-1961 the city librarian recommended $500 for microfilming of some early issues and $400 for a microfilm reader. These items were deleted from the budget. It is recommended that these items be rebudgeted next year.

LOCAL HISTORY PHOTOGRAPH COLLECTION

In the 1960-1961 budget $150 was recommended to start a collection of photographs of local scenes. This item, also deleted from the budget, would have made it possible to collect old photographs from residents and rephotograph them for a permanent city record. In view of harbor developments and the changes planned for the city, there has been an increasing demand for this material. It is recommended that this also be rebudgeted next year.

CAPITAL IMPROVEMENTS - MAIN LIBRARY

There are some items of miscellaneous construction that should be completed. They include completing the office areas on the second floor, cove base molding in redecorated areas and grey glass in the periodical reading room. (New sashes were milled and painted but the glass is still needed). Windows also need replacing on the second floor. Remodeling the periodical reading area has been in process for over two years. Additional free standing book stacks will be required.

CUSTODIAL SERVICE

A recommendation for a full time custodian instead of a part time custodian was deleted from the 1960-1961 budget. The present custodian is excellent but it is a physical impossibility to maintain the 13,768 square feet area in both the main library and branch library. Because of the number of people who use these public buildings, it is recommended that a full time custodian be budgeted next year.

REDONDO BEACH PUBLIC LIBRARY

ANNUAL REPORT

1958 - 1959

REDONDO BEACH PUBLIC LIBRARY
REDONDO BEACH, CALIFORNIA

July 20, 1959

ANNUAL REPORT

FOR THE FISCAL YEAR 1958 - 1959

During the fiscal year 1958 - 1959 the library moved foward at a rapid pace toward the level of service required by the community. New and increased services, expanded resources and capital improvements marked this as a significant year for the library. A new children's service with a professional children's librarian and a trained staff assigned to that department, the opening of the Children's Library in attractive new quarters and the developement of children's services in North Redondo will make for a far reaching social impact on the community. Over 9,000 books were added to the general collection making the library's holdings almost 50,000 volumes. Capital improvements included the painting of the Main Library and remodeling and redecorating of the public areas. The reference and information service continued to develope its resources and augment its services in interpreting the library's materials to the public.

Significant factors in recent years were the activating of the reference service in 1957 - 1958, the development of resources in 1956 - 1957 and the re-evaluation of the library's organization and services 1955 - 1956. Emphasis in the coming year will be the North Branch Library addition and services in that area.

The evidences of the effectiveness of the library program are reflected in the greater number of people using the service, the wholehearted response of the community to the expanded library and the interest shown by other librarians and administrators.

The efficient, hard working and well-trained library staff is basically responsible for providing the highest level of service in the area. Assistance from city departments and officials and other librarians has proved valuable.

John W. Perkins
John W. Perkins
City Librarian

LIBRARY COMMISSION

Mr. Curtis Thompson, Chairman (Resigned)
Mrs. Myrtle Blaisdell, Secretary
Mrs. Florence Carner
Mrs. Dorothy Carter
Mr. Henry McCarthy

PERSONNEL

The following employees were employed at the end of the report period:

Mr. John W. Perkins	City Librarian
Mrs. Irene Dwyer	Librarian, Assistant City Librarian
Mrs. Marilyn Hurd	Librarian, Head, Technical Processes Department
Mr. Leo Boiteux	Librarian, Head, Reference and Information Service
Mrs. Lois Clark	Librarian, Head, Children's Library Service
Mrs. Helen Reister	Librarian, Reference and Information Service
Mrs. Dorothy O'Brien*	Librarian, Children's Library
Mrs. Mescal Womack	Senior Clerk, Head, Circulation Department
Mrs. Joyce Russell	Clerk Steno II, Secretary to the City Librarian
Miss Marie Barlow*	Library Clerk, Circulation Department
Mrs. Adele Borman*	Library Clerk, Circulation Department
Mrs. Bernice Campbell	Library Clerk, Circulation Department
Miss Helen Cassinelli	Library Clerk, Technical Processes Department
Miss Barbara Hilty*	Library Clerk, Circulation Department
Miss Eileen Irvin*	Library Clerk, Children's Library
Mrs. Violet Lemke*	Library Clerk, Circulation Department
Mrs. Dorothy McGonnigal	Library Clerk, North Branch Library
Mrs. Virginia Singer	Library Clerk, Children's Library
Mrs. Thelma Crites	Book Mender
Mrs. Pauline Green*	Clerk Typist II, Office Assistant
Mr. Ted Payton*	Custodian
Mrs. Marion Barnett*	Page
Mrs. Irene Fischer*	Page
Dennis McKinney*	Page
Robert Mainey*	Page
Jerry Rosenthal*	Page, North Branch Library

Total employees equal approximately 19 3/4 full time equivalents (including custodian). Part Time employees are noted above with an asterisk.

BUDGET APPROPRIATION

Operating Budget	$ 96,053
Budgeted reserve	1,447
Total	97,500
Library improvement fund	25,000
Total budget	$122,500

This budget was based on $.12 per $100 of assessed valuation with an estimated return of $90,000 plus fines and fees of $7,500 making a total operating budget of $97,500.

AMOUNTS BUDGETED BY ACCOUNTS AND A RECORD OF EXPENDITURES:

Account	Budgeted	Expended
Salaries - Library staff and custodian	$73,153	$74,026.84
Other departments		973.53
Maintenance and operation		
Telephone	$ 850	$ 1,129.14
Water	50	31.00
Electricity	900	843.99
Gas	300	275.07
Conventions, Memberships	300	377.59
Books and subscriptions	14,000	13,714.18
Bookbinding	2,000	2,088.23
Library supplies	3,000	3,009.04
Office supplies	400	437.49
Library commission	300	118.14
Maintenance supplies	400	337.31
Furniture and fixtures	400	521.16
	$96,053	$97,682.71
Budgeted reserve	1,447	
	$97,500	$97,882.71

OPERATING EXPENSES REFLECTED ON A PERCENTAGE BASIS:

Salaries (library staff and custodian)	76%
Books and subscriptions	14%
Maintenance and operation (including salaries from other departments)	10%
Total	100%

TOTAL RECEIPTS AND DISBURSEMENTS 1958-1959

Capital improvement balance, June 30, 1958		$ 23,521.27
Receipts	$ 102,097.34	
Taxes	$ 102,097.34	
Fines and fees	7,817.61	
Non-resident fees	2,651.00	112,565.95
Total receipts		$ 136,087.22
Disbursements		
Salaries, maintenance and operation	$ 97,882.71	
Capital improvements	$ 5,076.22	
Total disbursements		$102,958.93
Revised balance, June 30 1959		$ 33,128.29

BUDGET 1959 - 1960

OPERATING BUDGET

1. Salaries			$ 86,899
2. Maintenance and operation			26,550
A. Utilities		$2,700	
Electricity	$1,359		
Gas	300		
Telephone	1,000		
Water	50		
B. Bookbinding		3,000	
C. Books and subscriptions		16,000	
D. Supplies - expense		4,850	
Conference, memberships	$ 300		
Library supplies	3,500		
Office supplies	350		
Library commission	300		
Maintenance supplies	400		
Total Operating Budget			$ 113,449

CAPITAL OUTLAY

1. Furniture and fixtures	$ 2,600	
2. Miscella[illegible]s construction	1,000	
3. North b[illegible]ch addition	20,000	
4. North branch shelving	6,500	
Total capital outlay		$ 30,100
Total library budget		$ 143,549

	Department estimate	City Manager estimate	City Council approval
Salaries	$ 94,558	$ 88,899	$ 86,899
Maintenance and operation	27,550	28,150	26,550
Capital outlay	31,600	30,100	30,100
Totals	$153,708	$147,149	$143,549

CIRCULATION

CIRCULATION STATISTICS --- MAIN LIBRARY

	Adult				Juvenile				Total
	Fiction	Non-Fiction	Periodicals	Pamp.	Fiction	Non-Fiction	Periodicals	Pamp.	
1958									
July	8,202	5,377	663	35	3,271	1,671	24	1	19,244
Aug.	8,148	5,185	661	19	2,607	1,107	23	-	17,750
Sept.	7,879	5,492	593	13	2,559	993	31	-	17,560
Oct.	7,985	6,400	703	15	2,745	1,347	26	-	19,221
Nov.	6,879	5,664	609	7	3,003	1,428	19	1	17,610
Dec.	6,959	5,517	637	29	2,411	1,053	14	-	16,620
1959									
Jan.	8,411	6,874	746	16	3,134	1,334	18	-	20,533
Feb.	7,154	6,060	660	16	2,832	1,377	19	2	18,120
March	8,153	6,831	631	25	3,409	1,464	32	1	20,546
April	7,998	6,898	614	9	3,315	1,567	21	1	20,423
May	7,426	6,484	546	19	2,989	1,375	17	-	18,856
June	7,654	5,434	576	15	2,957	1,297	25	-	17,958
	92,848	72,216	7,639	218	35,232	16,013	268 9	6	224,441

CIRCULATION STATISTICS -- NORTH BRANCH

	Adult			Juvenile			Total
	Fiction	Non-Fiction	Periodicals	Fiction	Non-Fiction	Periodicals	
1958							
July	675	324	104	920	508	-	2,531
Aug.	795	363	61	837	372	-	2,426
Sept.	701	316	43	763	305	-	2,128
Oct.	733	487	33	984	603	-	2,840
Nov.	747	422	73	1,427	629	2	3,300
Dec.	723	467	43	1,207	551	-	2,991
1959							
Jan.	797	505	62	1,060	514	-	2,938
Feb.	759	443	28	1,083	571	8	2,892
March	852	438	42	1,742	1,020	-	4,094
April	774	487	45	1,796	1,074	-	4,176
May	533	345	49	1,140	786	-	2,853
June	677	351	22	1,272	665	-	2,987
	8,764	4,948	605	14,231	7,578	10	36,156

CIRCULATION STATISTICS --TOTALS

	Adult				Juvenile				Total
	Fiction	Non-Fiction	Periodicals	Pamp.	Fiction	Non-Fiction	Periodicals	Pamp.	
1958									
July	8,877	5,701	767	35	4,191	2,179	24	1	21,775
Aug.	8,941	5,548	722	19	3,444	1,479	23	-	20,176
Sept.	8,580	5,808	636	13	3,322	1,298	31	-	19,688
Oct.	8,7~~20~~ 18	6,887	73~~8~~ 6	15	3,729	1,950	26	-	22,06~~3~~ 1
Nov.	7,626	6,086	682	7	4,430	2,057	21	1	20,910
Dec.	7,682	5,984	680	29	3,618	1,604	14	-	19,611
1959									
Jan.	9,208	7,379	808	16	4,194	1,848	18	-	23,471
Feb.	7,913	6,503	688	16	3,915	1,948	27	2	21,012
March	9,005	7,269	673	25	5,151	2,484	32	1	24,640
April	8,772	7,385	659	49	5,111	2,641	21	1	24,599
May	7,959	6,829	595	19	4,129	2,161	17	-	21,709
June	8,331	6,785	548	15	4,229	1,962	25	-	20,945
	101,61~~4~~ 2	77,164	8,246 4	218	49,463	23,611	279	6	260,~~601~~ 597

CIRCULATION STATISTICS -- COMPARARIVE

Comparative circulation statistics for the last four years demonstrate greatly increased use of library materials:

	Circulation	Percentage of increase over previous year
1958 - 1959	260,597	12%
1957 - 1958	232,580	18%
1956 - 1957	196,719	10%
1955 - 1956	178,056	

An overall annual percentage increase from 1955-56 to 1958-59 was 46 percent. The highest monthly increase was in March - a 67 percent increase was reflected in 1958-59 over 1955-56. The highest daily circulation was 1,708 on February 24, 1959.

CIRCULATION SPACE REORGANIZATION

A major innovation in the Circulation Department was the separation of circulation desk work and other circulation duties. A two station plan was developed with personnel at both places when the library is open to the public. Major functions performed at the circulation desk include receiving books, charging books and registration. Station 2, the former Librarian's office, is a circulation office and work space. Needed office space for the head of the Circulation Department was provided. Relative privacy was offered for scheduling, interviewing and general office detail. A Dutch door arrangement was provided for the public. Library users are directed there for renewing books, reporting lost books, overdue questions or problems concerning the circulation of library materials. This arrangement makes for faster moving traffic at the main desk. Borrowers are not held up for those who require detailed information. Staffing two stations is made economically possible only with increased circulation and behind-the-scenes circulation workload. This work includes principally carding books, preparing overdues, entering periodicals, reserving books, typing book cards, etc. The main telephone is also located there with extension service to all departments. A telephone speaker has proved useful - a circulation clerk can now renew books without using the hand set. During inactive periods the desk clerk performs a variety of functions including filing registration cards, filing book cards and discharging periodicals. This arrangement, administratively, means that a large increase in circulation can be absorbed without the need for additional clerical assistance.

MECHANICAL CHARGING STUDIES

During the year work studies, interviewing sales representatives and field trips were made in order to determine more efficient and economical circulation methods. A colored book card system with black markers for additional detail was studied. This system, developed by the the City Librarian, would speed up filing and retreiving cards. It would mechanize the present modified Newark system without the expense of mechanical equipment and transaction cards as well as the disadvantages inherent in mechanical charging systems. A field trip to the San Diego Public Library was important in appraising the Diebold machine and the transaction card system as employed there.

PROCEDURAL MANUAL

The standing operating proceedural manual for the Circulation Department was completed during the report period. The 46 page manual, ditted, provided detailed and complete information on all aspects of circulation proceedure and policy. The manual is indexed to provide ready reference for circulation personnel.

CONFERENCES AND FIELD TRIPS

The circulation head and selected staff members attended the California Library Association convention in Long Beach for information on circulation methods and to view new equipment. A circulation workshop at the University of Southern California was well attended. Meetings with librarians and field trips were made. New library facilities in the area were also visited.

REEVALUATION OF ROUTINES AND POLICIES

The Circulation Head and the City Librarian re-evaluated the present routines and policies and instituted changes in line with the department's growth. New library application cards were designed and printed. An informal in-service training program was conducted by the Circulation Head. An evening course given by the South Bay Adult School on library techniques was well attended by the circulation staff. Advice on the course program given by the City Librarian included the recommendation for practical aspects of library methods and techniques for library clerks. The course has provided an in-service training program for the library's circulation staff without the time and cost required for the training. A brisk business in reserve books was noted - a total of 3,761 reserve cards (¢ .05 each) brought in $188.05.

REGISTRATION

A total of 5,745 were registered this fiscal year - this included new registrants, registration renewals (3 year registration period) and non-residents (1 year registration period). Total registration numbered 12,731 including 1,050 non-residents.

BOOK COLLECTION

TOTAL BOOK STOCK COUNT

Book stock, June 30, 1958	45,945	
Books added		9,047*
Books withdrawn		5,416
Book stock, June 30, 1959	49,576	

*This includes 614 bound periodical volumes.

JUVENILE BOOKS

	Main Library	North Branch	Total
Book stock, June 30, 1958	6,736	1,859	8,595
Books added	1,826	1,087	2,913
Books withdrawn	844	210	1,054
Book stock, June 30, 1959	8,718	2,763	10,454

NORTH BRANCH

	Adult	Juvenile	Total
Book stock, June 30, 1958	4,184	1,859	6,043
Books added	612	1,087	1,699
Books withdrawn	870	210	1,080
Book stock, June 30, 1959	3,026	2,736	6,662

COMPARATIVE TOTALS OF PREVIOUS YEARS

	Added	Withdrawn
1958 - 1959	9,047	5,416
1957 - 1958	3,936	5,587
1956 - 1957	4,787	4,494
1955 - 1956	4,343	8,163
1954 - 1955	2,525	1,266
	26,643	24,926

PERIODICALS AND NEWSPAPERS

Main Library -	periodicals	129
	new periodicals	13
North Branch -	periodicals	24
	TOTAL	142
Main Library -	newspapers	16
North Branch -	newspapers	1
	TOTAL	17

INTERPRETING LIBRARY RESOURCES

The Reference Department, in addition to its regular activities of providing information and reference service whenever the library is open, has devoted special attention this year to making the library resources more directly usable by the library public. This has involved the re-evaluation of reference works, the reorganization and relocation of the reference material and some of the general collection. The newly installed cardex visible file for periodicals, for example, shows periodical holdings and indicates the library's first issue of each run. The adjacent Readers' Guide to Periodical Literature and the rearrangement of the bound files of back issues enable the user to identify and locate needed material without further help, eliminating much of the periodical paging formerly necessary. Bound volumes of periodicals available for use now number 1,502.

Reference work and assistance to the public in using the card catalog has been greatly facilitated by the divided catalog with its separate section. This is so readily usable that instruction seldom have to be repeated which makes for a considerable saving in recurrent activity.

NEW MATERIALS

The reference staff is also making a continuing effort to supplement the library collection by careful selection, organization and use of free and inexpensive material which is available from many sources. This ephemeral material often contains information available in no other form.

The reference collection numbered 1,563 volumes at the end of the fiscal year. New books added this year were of three types: (1) New editions, supplements and continuations of standard reference works, such as the yearbooks of encyclopedias, the newest World Almanac, Information Please, California Almanac, Political Handbook of the World: (2) Additions to the library of recognized standard reference works of proved value to students and residents, such as the Rand McNally Commericial Atlas and Marketing Guide, Encyclopedia of American Associations and Dictionary of Modern European Literature: (3) Reference works in special fields such as dictionaries of anthropology, painting, education, mysticism, Latin literature and the new edition of Forrester's Bibliography of Occupational Literature.

INTER-LIBRARY LOANS

Library resources are further augmented by a systematic inter-library loan service under the supervision of the reference staff. During the current report period, 317 books were borrowed - this included 283 from the California State Library and 34 from other libraries.

PUBLIC CATALOG

The reference staff also assists in the maintenance of the public catalog, filing some 27,000 cards during the year and withdrawing a similar number. The reference and cataloging staffs work together to make the catalog an up-to-date and usable tool with subjec headings in current use and cross reference for approaches to needed material.

EVALUATION OF SOURCES

In answering questions and supplying information, the reference staff is always always concerned with those problems which it fails to solve. This means constant re-appraisal and re-evaluation of the general and reference collection to fill the gaps and increase the breadth and depth of coverage. An extension of this activity is the continuing attempt to anticipate the demands which arise from events, developements and changing conditions in the community and beyond it.

CHILDREN'S LIBRARY SERVICE

NEW SERVICE

On July 1, 1958, the new Children's Library on the ground floor of the main library building was open for service. Mrs. Lois Clark, children's librarian, was appointed to administer the new service.

The children's collection was formerly located in the south reading room on the main floor. Before the reference and information service was activated in July 1957, all children's reading guidance and assistance were given by the circulation staff at the main desk.

In addition to the children's librarian, a clerical staff is especially assigned to that department. For the first time, library service to children was the particular responsibility of a children's librarian and trained staff.

NEW QUARTERS

The new Children's Library has an area of approximately 2,000 square feet and included shelving for 9000 volumes. These colorful and attractive quarters with new shelving, furniture, and fixtures, have caused much favorable comment. Hours of service are from 10 A.M. to 8 P.M. on Monday and 10 A.M. to 5 P.M. Tuesday through Saturday.

BOOK COLLECTION

The Book selection policy, in general, is to supply within budgetary limits the best available books in varied subject fields and recreational reading materials for children from the pre-school age through the eighth grade. During the spring months a considerable book order was prepared, using all available evaluation media. A percentage formula worked out by the Los Angeles Public Library was used as a guide to the amount to be spent in each subject field. The Current nation-wide emphasis on the importance of science and modern languages is reflected in additions to the children's collection.

A substantial increase has been made in the juvenile reference collection. Some notable examples are the edition of the World Book Encyclopedia, Brewton's Index to Children's Poetry, and the Illustrated Library of the Natural Sciences. Additions to the reference shelves emphasize the physical as well as the social sciences because of increasing demand from the children for help in these areas.

NEW MATERIALS

A limited number of mounted pictures, classified by subject, were prepared for circulation. The Children's library also has a file of National Geographic Magazine for circulation to supplement the book collection in subjects in great demand.

The total juvenile book collection at the end of the report period was 10,454. This included 7,718 volumes in the Children's Library and 2,736 volumes in the North Branch library.

JUVENILE BOOK STOCK

	Main	North	Total
Book stock June 30, 1958	6,736	1,859	8,595
Books added fiscal year 1958-59	1,826	1,087	2,913
Books withdrawn fiscal year 1958-59	844	210	1,054
Book stock June 30, 1959	7,718	2,736	10,454

Percentage increase over June 30, 1958 - 22 %

The Figures above reveal an overall gradual increase in juvenile holdings. Of special note is the increase of children's books at the North branch library.

CIRCULATION

Monthly circulation figures for children's books at the main library and north branch are included in the "Circulation" section of the report.

Monthly totals for children's books circulated at both the main library and at North branch for the last two years are noted.

	1957-58			1958-59		
	Main	North	Total	Main	North	Total
July	4,081	837	4,918	4,967	1,428	6,395
August	3,925	803	4,728	3,737	1,209	4,046
September	3,510	783	4,293	3,585	1,068	4,651
October	3,416	1,156	4,572	4,118	1,587	5,705
November	3,549	1,207	4,756	4,451	2,058	6,509
December	2,691	1,015	3,706	3,478	1,738	5,216
January	3,626	1,369	4,995	4,486	1,574	6,060
February	3,695	1,383	5,078	4,230	1,662	5,892
March	4,492	1,641	6,133	4,906	2,762	7,668
April	4,032	1,455	5,487	4,904	2,870	7,774
May	4,033	1,663	5,696	4,381	1,926	6,307
June	3,691	1,301	4,992	4,279	1,937	6,216
	44,741	14,613	59,354	51,520	21,819	73,339

The 73,339 circulation figure for children's books for 1958-59 represents an increase of 24 percent of the 1957-58 figure of 59,354. (Total circulation of all adult and children's books over the previous year shows an increase of 12 per cent)

CATALOGING

A divided card catalog, with separate author-title and subject divisions is one of the new features that has proved popular. Library users have foundthis catalog much easier to use than the dictionary type. The children's librarian works very closely with the Technical Processes Department in suggesting the most useful classification and catalog entries.

A separate collection for fourth and fifth grade reading levels has met with considerable success during the year. Fiction titles chosen for these grades are separately catalogued, marked for identification, and shelved in a special location to help children in these grades with their book selection.

PUBLICITY

During the year, 17 articles about new books and children's library activities, prepared by the staff, appeared in the South Bay Daily Breeze. News releases have also been made by the Parent-Teacher Association and the local schools. Newsletters of local organizations frequently refer to the library. Monthly bulletin boards and table displays are arranged within the library. Bulletin board announcements for the summer reading plan were mimeographed and sent to each class from the third through eighth grades in Redondo Beach schools.

WORK WITH SCHOOLS

Beginning October 14th, the children's librarian initiated, with the cooperation of school officials, a series of visits to schools. Calls were made to 160 classrooms, grades three through eight, by the end of the fiscal year. These visits consisted of short talks on the use of the library and discussion of a few books suitable for each grade level. Evidence of the effectiveness of this program is the response noticed after these visits. New card applications were presented, and specific titles discussed were requested.

A total of 41 classes were given orientation talks during class visits to the library. These included 13 at the main library and 28 at North Branch. Orientation talks usually cover simple instruction in using the card catalog and the presentation of selected titles. A short browsing period closes the visit.

In addition to the orientation class visits to the library, two classes from Central School made regular two-week visits to the Children's Library to exchange their books. During the spring months,

8 different groups of children from Grant School made three two-week visits each to the North branch to select books.

Throughout April the children's library displayed art work of school children in cooperation with the curriculum department of the school system.

Plans have been started for next year's work with schools which will include visits of the librarian to classrooms, trips by classes to the library, an art exhibit, and possibly orientation sessions with teachers. Mr. Belloni, principal of Lincoln School, remarked in a letter, "We appreciate your help and cooperation and consider it an integral part of the overall educational program."

WORK WITH GROUPS

During the first summer of operation, story hours were held every week at both the main library and the branch. Attendance averaged 20 children. Two groups of Girl Scouts and Brownies also visited the library, and one group presented a play for the story hour audience. One church group of boys met with the librarian and their leader to survey what information and materials the library could provide on their hobbies. A Display was arranged in the library of craft work done by the various Girl Scout groups of the city.

During Book Week in November and again in the spring, book talks were given at Parent-Teacher Association meetings in the area. New and recommended books were displayed at these meetings. The children's librarian also assisted the Book Fair chairman of Lincoln School in her choice of books for the fair.

SUMMER PROGRAM.

In response to a number of requests, an additional story hour for younger children, pre-school and early primary ages, was started on June 25. These story hours are held on Thursday mornings at 10:30 at the main children's library. Story hours for older children are being held again this year at 3:00 P.M., Tuesday at North Branch and Thursday in the Children's Library. A Cycle of hero stories and folktales is being presented.

The Summer reading plan is based on a space theme, "Skyrocketing with Books". The child travels to a planet by reading a book on its assigned subject and entering the author and title in a special folder. The aim is to broaden the child's reading interests and bring about a sustained course of reading for the summer.

PROFESSIONAL ACTIVITIES

Once a month the children's librarian and usually one other staff member attend book order meetings at the Los Angeles Public Library where they have the advantage of examining new books being consided for order and hearing professional reviews. Three staff members attended the county library spring book breakfast to hear a number of juvenile authors speak, and the library clerk accompanies the children's librarian on a series of short visits to nearby libraries. In October a number of library personnel concerned with children's work attended sessions of the California Library Association convention in Long Beach. A January workshop on storytelling and book talks at USC was of benefit and inspiration to three staff members.

LONG-RANGE PLANS

Long-range plans for the children's library include more staff assistance which would make possible more hours of service and a Saturday story hour. North branch plans also include more staff, additional hours of opening, and a substantially increased book collection, for which planning has already been started. The salary budget for the fiscal year, 1959-1960, unfortunately, will not permit this increased level of service. The remodeling and enlarging of the North Branch, with its emphasis on children's services, will provide more adequate and functional quarters. The new Birney school to be completed in November on a site one block from the library will intensify the already heavy demands being made on this facility.

TECHNICAL PROCESSES

CURRENT WORKLOAD

During the report period, 9,047 books were cataloged and processed. The addition of this material along with the many other duties of the Technical Processes Department is a tribute to the effeciency and training of the staff. The staff consists of the Head of the Department (cataloger), an assistant to the cataloger and a book mender assigned part time to the department for mechanical processing. It may be noted that another metropolitan library in Southern California employes three people to the library's one in this work.

Books withdrawn totaled 5,416. Adding and withdrawing books required the filing and withdrawing of some 37,000 catalog cards. A total of 1,445 books were rebound during the report period. This figure included the binding of some paperback editions.

INVENTORY

An inventory of adult non-fiction in the main library was made. A total of 953 items were missing. This figure also includes some materials that had been withdrawn but not recorded. As the last inventory was made four years ago, the percentage loss per year on 16,357 adult non-fiction volumes is only 1.45 percent. From the total of 953 missing items, it was not necessary to replace 189 because of duplicates available. Out of print items totaled 337 and of the remainder 167 volumes were replaced at an estimated cost of $500.00.

DEPOSITORY COLLECTION

Space was allocated in the city warehouse for stacks for a depository collection. This collection was activated to provide for materials that the library would like to retain but could not because of limited space. Types of material selected include obscure works of standard authors, important studies that are infrequently called for, out of print items in bad condition, titles requiring extensive repair or rebinding that are needed occasionally but do not warrent replacement or rebinding or unusual items that are not required on the open shelf. In developing a useful collection of current and standard titles, many important but little used titles are being selected for transfer to the depository collection. These should be generally available but it is not required that they appear in the main collection. As the availability of these materials is important in maintaining an adequate book collection designed to fufill community needs, the activation of a depository collection was required. All public records for depository items are marked and a delayed paging system established. Other materials in the depository are duplicate titles and back issues of local newspapers.

MISCELLANEOUS PROJECTS

Recatologing of selected large sets included Chronicles of America, Great Books of the Western World and Best Plays. Under the direction of the Children's Librarian, graded collections were established. This included easy books, picture books and fourth grade reading level. Many older titles, earmarked for inclusion into graded collection, will be evaluated and changed during the coming year.

[illegible]

The level of service at the branch was increased. This was accomplished by increased hours of additional staff. [illegible] at the afternoon and [illegible] book and the branch continued to be staffed with paraprofessional assistance. Professional reference service, however, was provided during the [illegible] and [illegible]. In last year's annual report, it was pointed out that no branch librarian was available but professional assistance was given for school orientation visits. Emphasis this year was placed on work with children. The children's book collection was increased by 1,[illegible] volumes making a total children's collection of 2,736. As noted in the Children's Library Service section of the report, the new children's librarian was extremely active in promoting children's library service in North Redondo. Some 60 visits were made to classrooms, 28 orientation talks were given at the branch and a story hour and reading program activated. Direct results of this [illegible] were reflected in use - 21,819 children's books were circulated in comparison to 14,[illegible] the year before. Comparative total circulation for the branch for 1958-1959 and 1957-1958 were 35,156 and 26,865, or an increase of 36 percent. In comparison to the 1955-1956 figure of 16,050, there is an increase of 100 percent.

In last year's report it was noted that a continuous flow of new books would bring the collection up to the California Public Library Service Standards of 7,000 books, in less than two years. As total holdings at the end of the report period number 6,362 volumes, the branch has practically met this requirement in one year. This quantitative standard could easily have been met but the re-evaluation of the collection in terms of actual community use necessitated the withdrawal of many titles. The facility, however, still does not meet the standards required for branch libraries and is classified as a station by the State Library because no professional librarian is on duty whenever the library is open.

A student in the graduate school of Library Science at the University of Southern California prepared a study of reading interests at the North Branch Library. This 32 page study by Nina Wilson was titled, Who Reads Fiction, A Survey of the Reading, the Library Interests and the Personal Reading of Some Residents of the Northeast Section of Redondo Beach, California. In line with Mrs. Wilson's recommendations in the [illegible] Library this study was included because of the need for more information on book and readers' preferences in the North Redondo Beach area. As the branch is scheduled for an enlargement in both the building and collection, this study seems especially pertinent.

CONFERENCES

The City Librarian and staff members arranged and attended many conferences and meetings and made occasional field trips. Association meetings attended were the California Library Association annual meeting, Special Libraries Association and the Public Library Executives Association of Southern California. Field trips were made to new libraries in the area as well as visits to other libraries for information. The Library Commission toured three new branch libraries in Long Beach. There were also meetings of city librarians at various libraries at which common problems were discussed and methods of co-operation studied. The staff also attended the current series of workshops in library problems sponsored by the University of Southern California.

VISITORS

Numerous tours were given to librarians, city officials, library commissions and visitors. Evidences of effectiveness of the library program were also demonstrated by the many queries and visits made by administrators and librarians. Studies on public library organization and administration, prepared by City Librarian, were made available to administrators.

PUBLICITY

The Library was fortunate to obtain the full co-operation of the local South Bay Daily Breeze, a newspaper covering the entire South Bay. There were numerous pictures, editorials, items on library activities and new book announcements. The newspaper accepted and printed 73 press releases during the report period. The staff of the children's library department and reference and information service submitted many releases in addition to those prepared by the City Librarian. The Los Angeles Times and other newspapers in the South Bay area also printed many of the library's releases.

REPORTS

The City Librarian submitted many reports to the Office of the City Manager, Library Commission, librarians and administrators on various aspects of the library operation. A long range library program report prepared in June 1958 (which was omitted in last year's annual report) was read by the Chairman of the Library Commission to a meeting of all city commissions and committees called by the mayor. A detailed progress report on the first six month's operation of the new Children's Library was prepared by the Children's Librarian. A 46 page standing operating procedure for the Circulation Department was made.

POSITION CLASSIFICATION SURVEY

The City Librarian prepared a detailed position classification survey of the library. The report, submitted to the Office of the City Manager, included definite recommendations and complete new job descriptions, designed to fit in with the overall classification system of the city. The need for a complete re-examination of position classifications was prompted by the rapid growth of the library service and subsequent changes since the original California State Personnel Board survey in April 1955. The 1955 classifications, altho adequate for the library at that time, can now be considered embryonic in the light of present day organization.

INTERIOR REMODELING AND DECORATING

Drawings and specifications were prepared by the City Librarian for partial remodeling and decorating of the main library. Emphasis was on public areas and did not include the circulation work space and office areas. The low bid of $5,625.00 by the Brusco Construction Company was accepted and work started in June of 1958.

The light well in the reference area was floored over adding much needed space for a reference work area and periodical storage stacks. The librarian's office was converted into a circulation office and workroom. A Dutch door was cut through to the main reading room in place of an interior window. Another interior window was sealed off. No other work was done in the circulation workroom. Decorative mantles in the reading room public stack area were removed to provide space for additional wall shelving. A large interior window in the foyer was filled in and plastered. This resulted in simplifying the appearance of the foyer and provided a solid wall for wall shelving in the reference work space on the second floor. Especially effective in simplifying the interior was the removal of a large iron interior balcony in the foyer. The narrow entrance to the fiction area was enlarged making it more readily accessible to the public and staff and affording an increased measure of control.

The wood and glass doors at the main entrance and interior doors in the vestibule were removed and replaced with an aluminum door assembly at the front entrance only.

Public areas including the vestibule, foyer, reading room, stack area and reference area were painted. An imaginative color scheme was worked out with the assistance of Mrs. Catherine Fels, an art department faculty member at the University of Southern California. The walls area were painted off-white, the large ceilings in the reading room and stack area are coral, and the foyer ceiling, vestibule and reference area window wall are turquoise. Yellow was selected for the ceiling and two walls in the fiction area. Venetian blinds were removed revealing a colorful setting of the park and ocean. New fluorescent lights were added in the foyer and a decorative modern fixture installed in the vestibule.

A staff room was added on the second floor with adequate plumbing. Adjacent vents, drains and gas lines made these quarters economically possible. Staff lockers were also constructed along one partitioned wall near the staff room.

The remodeling and redecorating has been received most enthusiastically by the public. Many library users who have been coming to the library for years have remarked that they admire the colors, the convenient space organization and the "new View".

CIRCULATION DESK

The main library circulation desk manufactured by Remington Rand, installed in 1930, was remodeled. The specifications prepared by the City Librarian included a coral linoleum top, ash plywood paneling, a kick-space with cove base molding and zolotoning the back in soft brown. The low bid of $375.00 by Weddell Woodcraft was accepted and the work completed in September. As the basic functional design was still adequate, remodeling was recommended in lieu of purchasing new equip ment. (Cost estimates for a new desk from library manufacturers were $1,500.00 to $1,800.00).

OUTSIDE PAINTING

Specifications were prepared by the Engineering Department for the painting and sandblasting of the exterior of the main library. The low bid received was $1,757.00 by Howard Caldwell, contractor. This figure included sandblasting and was well below the $3,000.00 estimated. Every effort was made to insure that the surface was properly conditioned before painting, that the sandblasting operation was adequate and that a top brand paint was properly applied. The color selection was a light, soft brown. The area at the children's library entrance and the area between the mullions at the back was painted a dark brown. The undersections of the eaves were painted a very dark brown. All trim and rococo were "painted out" with the uniform light brown. Mrs. Fels also aided in the color selection. The resultant color system is most effective considering the size, shape and type of architecture and provides a foil for the ornamental plants and trees.

WALKS AND PLANTER BOXES

Drawing and specifications, prepared by the City Librarian, for new cement walks and planter boxes were approved. The low bid of $404.50 by Lee F. Pierce, contractor, was accepted. The work was completed in September. The planter boxes on the front and north side of the main library were designed to demarcate the plants in the most simple manner. They were painted a dark brown to match the color of the overhang and to accent the horizontal lines of the building. Concrete slabs were also constructed for benches.

REFERENCE AREA WINDOWS

The six large narrow windows in the reference area were replaced with new wooden sash single light windows. After considerable study wooden sash windows utilizing the present sash cords and weights were found to be the most economic. The glass used was gray crystal that has proved extremely effective in reducing glare. The low bids were $68.16 by the Rossman Lumber Company for the sash, $250.00 by the Coast Glass Company for the glass and $200.00 by the VanLohn Construction Company for installation. The work was completed in June.

STAFF REST ROOMS

The low bid of $450.00 by Cobabe Brothers Plumbing in March was awarded for plumbing and fixtures in the staff rest rooms. This work comprized a part of the specifications prepared by the City Librarian for remodeling the office areas, circulation workspace and rest rooms. Remaining remodeling recommended was still uncompleted at the end of the report period.

BURGLAR ALARM

A silent burglar alarm system was installed in October. The installation, by the AAron Burglar Alarms, was $228.20 for installation and the first year's service. This expenditure was recommended after the main library had been broken into three times during the year. The fear of vandalism and the loss of expensive equipment prompted this recommendation. The library, situated in the park, offers opportunites for breaking and entering. The alarm system, with direct communication to the Police Department, has proved most satisfactory as no burglary attempts have been made since the installation.

MISCELLANEOUS CAPITAL IMPROVEMENTS

Other capitol improvements included an electric clock, a sign over the main entrance, pegboard panels for exhibiting paintings in the reading room and a light fixture in the main entrance.

NEW EQUIPMENT

New equipment included three four-tray cabinets for 3 by 5 cards, a caddy file, wood card trays, rubber floor mats for the children's library, catalog card trays, steel card cabinet, front door mat, cardex visible file for periodicals and two used typewriters from the purchasing department.

CAPITAL IMPROVEMENT FUNDS

Funds for the capitol improvements and equipment listed above were from the library capitol improvement fund which is almost wholly made up from library revenues.

CAPITAL IMPROVEMENT PLANS

NORTH BRANCH LIBRARY

On April 27, the City Council appointed Corwin Eberting as architect for the addition and remodeling of the North Branch. Preliminary plans have been drawn and an architectural rendering was prepared. The architect's fee was budgeted in the 1958-1959 budget. Next year's budget included $20,000.00 for the construction of the addition and remodeling and $6,500.00 for shelving. The present building on Vanderbilt and Green Lanes is one block from Redondo Beach Boulevard. As the library owns the property through to the boulevard, the addition will be placed so that the entrance is on the boulevard. Adequate parking will also be provided. Total floor area will 3,500 square feet. Children's library service will be emphasized in the enlarged building. The present children's area is 300 square feet compared to 1,400 in the addition. Facilities and services will be equal to the Children's Library in City Park. As an index to the number of children in the North Redondo area requiring children's services, there are at present eight elementary schools and more under construction.

This planning should provide for continually improved and expanded service to the area in this location. A considerable saving, without loss of service or adequate facilities, can be made by the redesigning and enlarging the present building and using the area surrounding the building to the best advantage rather than relocating at a new site. Funds are available in the library capital improvement fund. As the money has been largely accumulated from regular library revenues, no tax increase or bond issue is required.

REMODELING MAIN LIBRARY OFFICE AREA

Specifications were prepared by the City Librarian in 1958 for remodeling the office area in the Main Library. Previous remodeling and redecorating was virtually completed for the entire building with the exception of the office area. The plumbing is inadequate, plaster is falling from the ceiling and there is a major need to organize the office area to provide for a librarian's office, a secretary's office and an enlarged circulation workspace. The offices of the City Librarian and secretary are now temporarily located in the storage area on the second floor. The remodeling will provide a functical reorganization of the area and allow for an efficient administrative section. The capital improvement budget for 1958-1959 included $5,000.00 for miscellaneous construction. Specifications were revised and a drawing prepared by the Engineering Department which will be submitted for City Council approval.

NORTH BEACH LIBRARY

On April 27, the City Council approved Certain Improvements as required for the addition and remodelling of the North Branch. Preliminary plans have been drawn and an architectural remodeling was prepared. The architect's fee was budgeted in the 1958-1959 budget. Next year's budget included $50,000.00 for the construction of the addition and remodelling and $5,000.00 for shelving. The present building on Vandewhilt and Green lanes is one block from Redondo Beach Boulevard. As the library sems the property through to the boulevard, the addition will be placed so that the entrance is on the boulevard. Adequate parking will also be provided. Total floor area will 2,500 square feet. Children's library services will be emphasized in the enlarged building. The present children's area is 500 square feet enlarged to 1,400 in the addition. Facilities and services will be equal to the children's library in City Park. As an index to the number of children in the North Redondo area requiring children's services, there are at present eight elementary schools and seven under construction.

This planning should provide for continually improved and expanded service to the area in this location. A comparable service, without loss of service or adequate facilities, can be made by the relocating and enlarging the present building and using the area surrounding the building to the best advantage rather than relocating at a new site. Funds are available in the Library capital improvement fund. As the money has been largely accumulated from regular library revenue, no tax increase or bond issue is required.

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